



City of Grand Rapids Wedding Application

Welcome to the City of Grand Rapids Office of Special Events! We are thrilled that you would like to host your wedding within our beautiful city and look forward to working with you to make sure your event is successful. **Before you begin to fill out the application, please review the *OSE Planning & Resource Guide*.** Your application along with a \$100 non-refundable, non-transferable application fee is due 70 days prior to your intended wedding date. Applications submitted less than 55 days will be subject to a late fee. Fill out this application in its entirety using complete, clear and accurate information; using "TBD" will be considered incomplete and your application will not be accepted. Submission of this application does not guarantee your wedding date or location. Additional forms may be asked to be submitted along with the application.

Wedding Party Information

Primary Name: _____ Secondary Name: _____
Primary Phone: _____ Primary Phone: _____
Email Address: _____ Email Address: _____
(Must have functioning e-mail) (Must have functioning e-mail)
Mailing/Billing Address _____
Street City/State/Zip Code
Coordinator _____
Mobile _____ Email _____

Wedding Day Information

Wedding Date _____ Estimated Attendance _____
Site _____ Park shelter or pavilion? ☐ Yes ☐ No
Actual Start Time _____ Actual End Time _____
Set-up Time _____ Take-down Time _____
Wedding Day Contact (if different from above) _____
Mobile Phone: _____ Email Address: _____



Wedding Planner Checklist *(for event planners to use to complete the Wedding Permit process)*

- ☐ Application *(due 90 days prior to desired event date)*
- ☐ Site Map *(separate attachment)*
 - Park shelter rental through Parks & Recreation (616.456.3696)
 - Diagram
 - Written detail
- ☐ Wedding timeline
- ☐ Community notification plan
 - Copy of written neighborhood notification
 - List of residents and businesses with contact information to be notified
- ☐ Public Works clean-up plan (616.456.3232)
 - Refuse removal plan
 - Recycling plan
- ☐ Parks and Recreation restroom facilities (616.456.3696)
 - Portable bathrooms
 - Handicap units
 - Hand sanitizer
- ☐ Food and vendor list
 - Kent County Health Department license (616.632.7100)
 - City Clerk permit (616.456.3010)
 - Grand Rapids Fire Department inspection (616.456.3900; *day of for outdoor cooking and/or tents*)
- ☐ Liquor license
 - Grand Rapids Police Department Vice approval (616.456.4800; *due 30 days before event date*)
 - MLCC license and Liquor liability insurance
 - City Clerk approval (616.456.3010)
- ☐ Certificate of Insurance *(due 30 days before event date)*
 - City of Grand Rapids listed as certificate holder and as additional insured
- ☐ Tent Inspection
- ☐ Amplified noise plan
- ☐ Event Action Plan
- ☐ OSE equipment rental
- ☐ Grand Rapids Fire Department inspection (616.456.3900)
- ☐ City of Grand Rapids building inspection (616.456.4100)
- ☐ Michigan State Environmental inspection (800.662.9278)
- ☐ OSE Event Review Committee meeting *(90 days before event date after submission of application)*
- ☐ Written approval of application
- ☐ OSE pre-event review meeting *(30 days before event date)*
- ☐ Event invoice paid in full *(prior to scheduled event date)*
- ☐ Wedding Permit received *(issued after all requirements are met)*

Special Event Wedding Permit Application

1 Monroe Center NW • Grand Rapids, MI 49503 • 616.456.3378 • grandrapidsmi.gov • specialevents@grcity.us



Wedding Timeline

Please list the specific activities that will occur during your wedding including the time and location for each activity. These items should be clearly marked on your site map.

Activity	Location	Time/Duration
Activity	Location	Time/Duration
Activity	Location	Time/Duration

Site Map Applications submitted without a site map will not be accepted.

Please see OSE Planning & Resource Guide for requirements

- ☐ My site map with required areas demarcated is attached
- ☐ My site map indicates the pavilion/shelter being used. (additional fees may apply)

The use of the Blue Bridge and the Gillett Bridge requires a clear path from one side of the bridge to the other. The path must be 6 feet wide and accessible at all times.

Community Notification

Please see OSE Planning & Resource Guide for requirements

- ☐ I have notified residents and businesses about my event
- ☐ I plan to notify businesses and residents about my event
When/Date _____
How/Method _____
- ☐ A copy of my community notification message and list of those contacted is attached

Recycling and Refuse Clean-Up Plan

Please see the OSE Planning & Resource Guide for requirements

- ☐ I am using City Services
- ☐ I am using a private company
- ☐ Receptacle locations are demarcated on my Site Map

Refuse Removal Company: _____ Phone Number: _____

Drop Off Date/Time: _____ Pick-Up Date: _____

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Certificate of Insurance

Please see OSE Planning & Resource Guide for requirements

A wedding permit will not be issued without insurance.

- ☐ My Certificate of Insurance is included with this application
- ☐ I will be applying for the GatherGuard Program
- ☐ I will submit the COI 30 days prior to the event setup date

Restroom Facilities

Please see OSE Planning & Resource Guide for requirements

Restrooms are demarcated on my Site Map ☐ Yes ☐ No

Portable Bathroom Company: _____ Phone Number: _____

of Portable Bathrooms _____ # of Handicap Units _____ # of Event Attendees _____

Drop Off Date/Time _____ Pick-Up Date/Time _____

Food and Beverage (Alcohol)

Please see OSE Planning & Resource Guide for requirements

Will food be served? ☐ Yes ☐ No Will food be cooked/prepared on site? ☐ Yes ☐ No

Will food trucks or trailers vend/serve? ☐ Yes ☐ No

Will alcohol be served? ☐ Yes ☐ No Will you use a caterer to serve/sell? ☐ Yes ☐ No

Will alcohol be sold? ☐ Yes ☐ No **(If sold, a MLCC liquor license is required)**

Please list all vendors with contacts for your wedding _____

Tents

Please see OSE Planning & Resource Guide for requirements

Tents are demarcated on my Site Map ☐ Yes ☐ No

Will there be any tents ☐ Yes ☐ No

of Tents _____

Will any tents be larger than 20 x 20? ☐ Yes ☐ No

Will there be cooking under tents? ☐ Yes ☐ No

Tent Company _____ Phone Number _____

Drop Off Date/Time _____ Pick-Up Date/Time _____

Will there be a generator ☐ Yes ☐ No

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Amplified Sound & Noise Control Plan

Please see the OSE Planning & Resource Guide for requirements

Will any sound amplification equipment or public address system be used at the event? ☐ Yes ☐ No

If yes, please indicate on the site plan. Amplified sound is permitted between 7 am until 10:00 pm.

Amplified sound will be used from _____AM/PM to _____AM/PM

Sound Company _____ Email _____

Contact Name _____ Mobile _____

Playing music may require legal rights. The City requires as a condition of the Special Event Permit that the applicant has legal rights to play, perform, and/or livestream/air any music being used at the event.

Emergency Action Plan

Currently all events are required to provide an Event Action Plan. See OSE Planning & Resource Guide for requirements, examples, and form

A plan to control capacity at your event and to enforce mitigating measures such as social distancing, sanitization and hygiene procedures, and distribution of PPE such as masks and hand sanitizer to comply with current Executive Order.

Equipment Rental

(Please see Resource Guide for requirements)

Please provide an accurate request for equipment rental as **you will be charged for any equipment that is requested and delivered whether you use it or not**. Failure to abide by the rules and regulations may result in damage fines being assessed or revocation of your permit. Equipment is based on availability and therefore not guarantee.

Please fill in the "Quantity" column below to specify your equipment rental needs

Equipment	Inventory	Dimensions	Rental Fee	Quantity	Notes
Showmobile Stage	2	28' x 14' 6"	\$600		
Stage extensions (showmobile only; panels differ for each showmobile)	19 or 9	4' x 8'	\$25 each		
Bleachers 180 seats	5	34'9" x 17'9" x 13'	\$500 each		
Bleachers 50 seats	1	15' x 9'	\$250		
Bleachers 30 seats	1	15' x 5'	\$250		
P.A. System (2 speakers; battery)	1	-	\$200		
P.A. System (electric)	1	-	\$200		
Podium	1	-	\$100		
Power Boxes (not a power source)	17	-	\$80 each		
Electric Cord Covers	25	20" x 36"	\$10 each		
Metal Crowd Control Fencing	105	4'x8' sections	\$10/each or \$700 for trailer		
Metal Crowd Control Fencing	20	4'X6' sections			
Drum Risers	9	3' x 5' x 10'	\$15 each		
Stage Risers w/ stairs (2 minimum)	4	4' x 8' x 3'	\$40 each		*only 1 set of stairs available
Blue Grand Rapids City Logo Tents	10	15' x 15'	\$150 each		
Blue Tent Sidewalls (per kit)	7	7' x 15'	\$50		
Pop-Up Tents	4	10' X 10'	\$50 each		
Tables (10 minimum)	60	2' x 6'	\$7 each		
Narrow Tables (10 minimum)	22	6' x 18"	\$7 each		
Round Tables (6 minimum)	12	60"	\$10 each		
Stacking Chairs (25 minimum)	170	-	\$1 per chair		
Black Folding Chairs (25 minimum)	170	-	\$1 per chair		
White Folding Chairs (25 minimum)	88	-	\$1.30 per chair		
Stanchions	11	-	\$10 each		
A-Frames Signs	120	-	\$5 each		
Hand Sanitizer Stand (comes with one bag inside)	6	-	\$45 each		\$40.00 per additional bag
Easel	4	-	\$5 each		

Please note: All fees listed above are Commercial Rate, please see our Planning & Resource Guide for Community Rates and guidelines. All fees are subject to change without notice. Overtime rate will apply for anything outside operational hours - For questions about OSE equipment, please call 616.780.8831

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Wedding Application Submission

By signing this form, you are stating that the application is complete and true to the best of my knowledge. All incomplete applications will not be accepted but will be returned and your wedding date released. Please note: Submittal of your application does not guarantee approval of your wedding date or location. Fees are subject to at any point in time. After review by the OSE of your application, you may be asked to make some adjustments to your plans based on the availability and scheduling of other events. You may be required to attend a Special Events Review Committee meeting in order to receive a permit for your wedding.

You will not receive your official Wedding Permit until all licenses, fees and notifications that are listed on the Special Event Checklist have been processed. **You will receive an invoice via email approximately 30 days prior to your wedding date at which time all fees must be paid to the City of Grand Rapids Treasurer prior to your wedding.** The OSE recommends that you do not advertise your wedding date and location until you have written approval and acceptance of your wedding application.

Day & Date of your wedding _____

Location of your wedding _____

Primary Contact Printed Name _____

Signature _____ Date: _____

Secondary Contact Printed Name _____

Signature _____ Date: _____

By signing and dating above, I am stating that I have read through and completed all sections of the wedding application that pertain to my event, included all required attachments including the \$100 (non-refundable) application fee and that all my statements are true. I understand approval of this application is not final until I have met with and received written confirmation from the Office of Special Events.